

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR Application Date <p style="text-align: center;">8/24/82</p> Application Number <p style="text-align: center;">82-43</p>	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Office of Financial Services Public Assistance Unit 47 Trinity Ave. S.W. - Room 503-S Atlanta, Ga. 30334	ARCHIVES AND HISTORY Application Number <p style="text-align: center; font-size: 1.5em;">73-478-A</p> <div style="display: flex; justify-content: space-between;"> <div>Date Received AUG 31 1982</div> <div>Date Completed OCT 25 1982</div> </div>
2. Person to Contact Working Title Telephone Number <div style="display: flex; justify-content: space-between;"> <div>Nancy Howell</div> <div>Supervisor</div> <div>656-4373</div> </div>		
3. Action Requested <div style="display: flex; justify-content: space-between;"> <div> a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-478 </div> <div> Change Filing Arrangement Change List of Inclusive Materials Change Series Title Name Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void </div> </div>		
4. Dates of Series <div style="display: flex; justify-content: space-between;"> <div>Earliest</div> <div>Latest</div> </div>	5. Records Series Title (followed by title used in office; if different) <p style="text-align: center; font-weight: bold;">Public Assistance Check Payee Change File</p>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <div style="height: 150px; border: 1px solid black; margin-top: 5px;"></div>		
7. Records Series Description This file contains the following documents (Include form numbers and titles, if any): Attach samples of the file. <div style="margin-top: 10px;"> <p>Documents relating to:</p> <p>Included are: form letter from Public Assistance Office to county DFCS office, which notifies and confirms the change of payee for PA checks; and related correspondence.</p> <p>File is arranged: chronologically by month; thereunder, numerically by county case number</p> </div>		
8. Monthly Reference Rate How often are records referred to which are: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>One to six months old _____</div> <div>Seven to twelve months old _____</div> <div>Thirteen to twenty-four months old _____</div> <div>twenty-five months and older _____</div> </div>		
9. Annual Rate of Accumulation or Records <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Letter-size drawers _____</div> <div>Legal-size drawers _____</div> <div>Shelves _____</div> <div>Other (Specify) _____</div> </div>		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements: The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Nancy J. Horvath	8/24/82	Paul T. Murphy	8/24/82
State Records Committee (Signature) Date			
State Auditor/Designee	_____	_____	10-18-82
Secretary of State/Designee	_____	Edward Weldon	10/14/82
Attorney General/Designee	_____	_____	10-20-82

ATTACHMENT SHEET

73-476

PUBLIC ASSISTANCE AUTHORIZATION FILES

Documents relating to the authorization of monetary assistance (Public Assistance) to eligible recipients in the State. Included are:

1. B01-Initial Authorization
2. 302-Status Change or termination
3. 303-Corrective Action
4. 304-Supplemental payment
5. 306-Address Change
6. 307-County hold order/Disposition advice
7. 308-State hold order/Disposition advice
8. 309-Check undelivered notice
9. 310-Check returned by county
10. 314-Check cancelled at State office
11. 394-394.1-Authorized for payment to nursing home vendor

Files are arranged by batch number.

Cut off monthly; hold in current files area for one (1) year; transfer to State Records Center and hold for two (2) years; then destroy; however, records shall be retained until resolution of audit questions.

73-477

PUBLIC ASSISTANCE CANCELLED CHECK FILES

Documents relating to the expenditure of Public Assistance Monies. Included are: Form #326 - Public Assistance Cancelled Check. Files are arranged numerically by batch number, then by date.

Cut off monthly; hold in current files area for six (6) months; transfer to State Records Center for 2 1/2 years then destroy; however records shall be retained until resolution of audit questions.

73-478

COUNTY CORRESPONDENCE FILE

Documents relating to official correspondence between county Department of Family and Children Services and the State Department. Included are:

1. form letters making corrections in date, address, status, signature
2. letters of transfer of Public Assistance checks
3. miscellaneous transmittal letters

Files are arranged alphabetically by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.

73-479

STOP PAYMENT FILES

Documents relating to the stopping of payment on a Public Assistance check. Included are:

1. Dept. form 104(362)
2. County Department transmittal letter re: Stop payment of public check (form 654)
3. Letter from county to state
4. Letter to bank re: Stop Payment
5. Copy of public assistance check with original check that was cancelled
6. Acknowledgement letter from bank re: Cancellation of public assistance check

File is arranged by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records Center and hold for two (2) year; then destroy. However records shall be retained until resolution of audit questions.

Continuation of Attachment Sheet

73-480

PUBLIC ASSISTANCE CHECK REGISTERS FILE

Documents relating to the issuance of Public Assistance checks. Included are: form #353 - Georgia State Department of Family and Children Services Check Register. Files are arranged by date and by county.

Cut off at end of current fiscal year; hold in current files area for 1 year; transfer to State Records center and hold for two (2) years; then destroy. However records shall be retained until resolution of audit questions.